

## **AMC Regulation 672-7**

**Decorations, Awards, and Honors:**

### **AMC Certificates of Achievement, Appreciation, Recognition, and On-the-Spot Cash Awards**

**U.S. Army Materiel Command  
9301 Chapek Road  
Fort Belvoir, VA 22060-5527  
18 December 2006**

**UNCLASSIFIED**

## ***SUMMARY of CHANGE:***

The changes to AMC-R 672-7 are administrative in nature (i.e., new physical address of Headquarters, U.S. Army Materiel Command). There are no substantive changes in content.

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND  
9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527

AMC REGULATION  
NO. 672-7

18 December 2006

Decorations, Awards, and Honors

AMC CERTIFICATES OF ACHIEVEMENT, APPRECIATION, RECOGNITION,  
AND ON-THE-SPOT CASH AWARD

The issuance of supplements to this regulation by subordinate elements is permitted. If supplements are issued, one copy will be furnished to the Commander, U.S. Army Materiel Command (AMC), ATTN: AMCPE-AA.

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1. **Purpose.** To provide a form of recognition, appreciation or attainment of a personal effort, act, achievement, or service to the U.S. Army Materiel Command (AMC), including units and/or activities supported by the Command.

2. **Eligibility.** Any Department of Defense civilian or military employee, private citizen, contractor, foreign personnel, military, or dignitary as indicated below (excluding the use of AMC Form 341 which is to be used for civilian employees only).

a. The AMC Certificates of Achievement, Recognition, Appreciation, and On-the-Spot Cash Award may be signed by Commanders, Directors, Heads of G Staffs, Supervisors, Managers, and other persons of authority for periods of faithful service, personal efforts, acts, or achievements that do not meet the criteria for honorary or military decoration recognition. (See AMC Supplement 1 to AR 600-8-22, Military Awards and Decorations, 20 February 1996, for additional information on processing AMC Form 1104.)

b. The AMC Certificate of Recognition (Sick Leave), AMC Form 1616a, is the standard method of recognizing significant levels of sick leave accrual. Locally established certificates currently used for this purpose may continue to be used.

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\*This regulation supersedes AMC-R 672-7, 2 September 2002.

(1) Upon accrual of 500 hours of sick leave or more, (in increments of 500 hours), installation or activity commanders/directors may sign the certificate recognizing this achievement.

(2) Employees accruing 2,000 or more hours may be recognized by the AMC Commander at the request of the installation or activity.

c. The AMC On-the-Spot Cash Award Certificate, AMC Form 341, is optional.

3. **Approval authority.** The AMC Certificates of Achievement, Recognition, Appreciation, and On-the-Spot Cash Award may be signed by Commanders, Directors, Heads of G Staff, Supervisors, Managers, or persons of authority. However, the AMC Certificate of Recognition (Sick Leave) will be signed by the commander/director.

#### 4. **References.**

- a. AMC Form 1104, Certificate of Achievement
- b. AMC Form 1616, Certificate of Recognition
- c. AMC Form 1616a, Certificate of Recognition (Sick Leave)
- d. AMC Form 1617, Certificate of Appreciation
- e. AMC Form 341, On-the-Spot Cash Award Certificate

5. **Point of Contact.** These AMC certificates are centrally-managed and distributed through Headquarters, AMC, Deputy Chief of Staff for Personnel & Logistics G-1/G-4, ATTN: AMCPE-AA, DSN 656-8832. They are used commandwide and may be overprinted for additional uses.

The proponent of this regulation is the U.S. Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCPE-AA, 9301 Chapek Road, Fort Belvoir, VA 22060-5527

FOR THE COMMANDER:

//Signed//  
WILLIAM E. MORTENSEN  
Lieutenant General, USA  
Chief of Staff

DISTRIBUTION:

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